



**PATHWAYS  
PROFESSIONAL  
DEVELOPMENT SERIES**

FY 2017



U.S. OFFICE OF PERSONNEL MANAGEMENT

# **Pathways Programs Technical Briefings**

## **OVERVIEW**

The Office of Personnel Management (OPM) is offering the Pathways Programs Professional Development Series to provide technical assistance and guidance to Human Resources (HR) Specialists, Pathways Programs Officers (PPOs) and hiring officials. These technical briefings were developed based on recommendations resulting from a joint venture between OPM, the Partnership for Public Service, and a cross-agency working group.

The sessions are designed to:

- Raise awareness of the Pathways Programs to recruit and hire top talent.
- Provide basic, foundational information to staff responsible for administering the Pathways Programs.
- Encourage collaboration between hiring managers, HR staff, and PPOs.
- Promote effective strategic outreach and recruitment strategies to attract qualified and diverse applicants.

Recruitment Policy and Outreach (RPO) staff at OPM will serve as lead presenters to strategically deliver these coordinated Pathways Technical Briefings for maximum effectiveness to Federal agency audiences.

## **WHO SHOULD ATTEND?**

- New and experienced HR Specialists who are responsible for implementing Pathways in their agencies or otherwise responsible for hiring and staffing for Pathways positions.
- PPOs responsible for administering and reporting on Pathways in their agencies.
- Federal hiring officials who are responsible for recruiting and building high performing teams.
- Federal employees who participate in recruiting and outreach activities (e.g., equal employment opportunity specialists, special emphasis program managers, campus ambassadors).

## **WHAT IS THE TIME COMMITMENT?**

- The entire curriculum can be completed in one and a half days (Approximately 10 hours)
- The briefings are in-person (instructor-led) OR virtual via Adobe Connect
- An agency may also select modules “a la carte” based on unique needs (NOTE- Modules 1-4 are only offered as a 90-minute “bundle”)

## **WHAT IS THE COST?**

There is no charge for these briefings (an exception may be travel costs upon request).

## HOW TO REGISTER

OPM/RPO will release a schedule for in-person sessions to PPOs and interested employees will be able to sign up via Eventbrite. In-person sessions will include interactive exercises. Additionally, RPO will provide a schedule for virtual sessions that will include links to HR University (HRU) at [www.HRU.gov](http://www.HRU.gov). Virtual sessions will be run via Adobe Connect and will not include interactive exercises. Modules will be posted via the Adobe Connect link should participants wish to review or print slides prior to the session start time.

## PRESENTERS

- Brandi Bynum, Program Analyst, OPM
- Karlos DelToro, Senior Human Resources Specialist, OPM
- Thomas Formby, Senior Human Resources Specialist, OPM
- DeShan King, Senior Human Resources Specialist, OPM
- Kamille Smith, Program Analyst, OPM

## CORE CURRICULUM DESCRIPTIONS

**Module 1 – Background and Regulations (15 min):** This brief introduction provides the regulatory background of the Pathways Programs in the historical context of student programs in the Federal Government. Participants will learn to:

- Identify and understand the Executive Order that established Pathways
- Know the regulations covering different aspects of Pathways
- Understand where to look for guidance on how to effectively implement Pathways

**Module 2 – Description of Programs (15 min):** This segment introduces and describes each individual Pathways Program and offers a comparison of the similarities and differences between each.

**Module 3 – Program Requirements (45 min):** Participants will receive an overview of the Pathways Programs requirements as they relate to an agency's establishment of a Memorandum of Understanding (MOU) with OPM and the establishment of an agency PPO. Participants will learn:

- To identify and describe the required elements of the MOU
- The agency's responsibilities in administering the MOU and OPM's role
- To describe and understand the role of the agency's PPO

**Module 4 – Workforce Planning (15 min):** This segment will emphasize the importance of workforce planning as it relates to the Pathways Programs. Participants will learn the need for workforce planning in relation to permanent and term conversion opportunities for participants.

**Module 5A – Classification, Qualifications, and Assessments (1 hour):** Effective recruitment and hiring for Pathways begins with the proper classification of positions based on appropriate occupational groups. Making quality hires also depends on identifying accurate qualifications and assessment methods used to narrow down the pool of qualified applicants. Participants will:

- Learn how positions are classified based on occupational groups
- Be able to describe the criteria used to qualify and evaluate individuals for Pathways
- Learn the criteria by which agencies may assess individuals for Pathways
- Identify resources available to agencies for classification, qualifications, and assessments

**Module 5B – Assessing Students and Recent Graduates (2 hours) (OPTIONAL):** In this *detailed* session, participants will gain a better understanding of assessment options and challenges related to the hiring of individuals under Pathways. Participants will:

- Understand the importance of assessment as it relates to Pathways
- Identify the challenges associated with varying assessment options
- Comprehend the terminology, types, and effectiveness of different assessment options

**Module 6 – Hiring Official/Human Resources Collaboration (1 hour):** Effective recruitment for Pathways positions depends on a collaborative effort between hiring managers, HR professionals, and PPOs. Participants will:

- Be able to describe hiring official, HR, and PPO roles in the administration of Pathways and how to overcome potential barriers to effective recruitment
- Learn collaborative strategies for targeted Pathways recruitment
- Understand the importance of networking and relationship-building to ensure consistent engagement with sources of talent for Pathways positions
- Know how to build and prepare a recruitment team

**Module 7 – Public Notification (30 minutes):** Fairness and transparency in recruitment and hiring are critical to compliance with fundamental merit system principles. Participants will:

- Understand the requirement for public notification
- Know the difference between public notification and posting a job opportunity announcement (JOA)
- Be able to identify the required information in a JOA
- Gain strategies to more effectively manage the number of applications for Pathways

**Module 8 – Recruitment and Outreach (1 hour):** If agencies are to hire the best qualified candidates, they require sound strategies for recruitment and outreach. Participants will:

- Learn the difference between recruitment and outreach as they relate to Pathways
- Know the conditions agencies must meet to ensure fair and open competition
- Identify the information to be included on a Pathways JOA
- Understand what is necessary to achieve effective recruitment

**Module 9 – Staffing (2 hours):** In this session, participants will receive a comprehensive overview of the many issues associated with staffing for each of the Pathways Programs. Participants will:

- Identify and describe the main concepts associated with staffing for Pathways
- Understand agency requirements and responsibilities at each stage of the Pathways experience (i.e., schedules, training, conversion, etc.)
- Know the distinction between Interns with and without Not-to-Exceed (NTE) dates

**Module 10 – Onboarding Basics (1 hour):** Agencies thrive when new employees are properly onboarded because their new hires are effectively integrated into the organization's culture and mission, and are brought quickly to productivity. Participants will:

- Understand the importance of onboarding as compared to orientation
- Identify the desired objectives for an effective onboarding program
- Learn specific steps to implement at strategic phases of a new hire's employment
- Know how the PPO and mentor roles impact onboarding



Contact Us

[Pathways@opm.gov](mailto:Pathways@opm.gov)

Recruitment Policy and Outreach

Recruitment and Hiring

Employee Services



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